

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Sarah Arkin

Employing Office/Committee: Senate Foreign Relations Committee

Travel Expenses Paid by (List all sources): International Campaign for Tibet

September 28- October 4, 2019

Travel Date(s): \_\_\_\_\_

Updated Private Travel Certificate

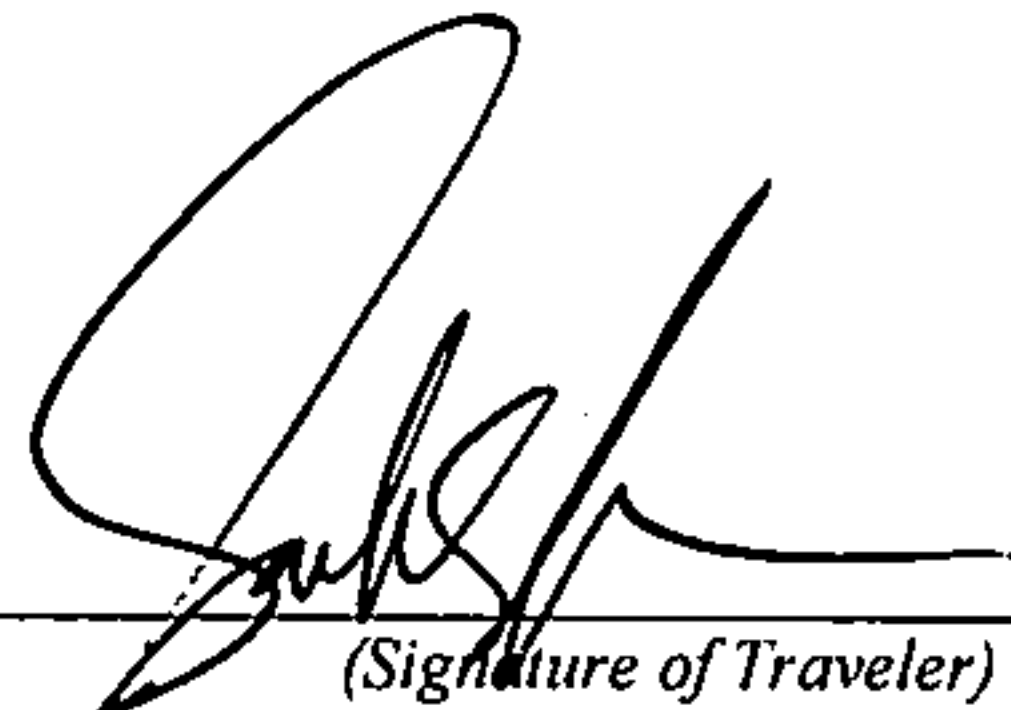
Description/Title of Attached Forms: \_\_\_\_\_

Updated itinerary, Updated private travel certificate, updated invitation

Purpose of Amendment (describe the reason for amending original submission): \_\_\_\_\_

These documents were filed incorrectly before.

1/8/20  
(Date)

  
(Signature of Traveler)

**Private Sponsor Travel Certificate Form  
Attachments**

**#2 Description of the trip:**

The purpose of the trip is to provide first-hand information to a small selected group of Senate foreign policy staffers on what is the impact of the programmatic and political support that the United States has been rendering to the Tibetan community in exile. There will be programs in New Delhi, India and Dharamsala, India. Dharamsala is the residence of the Dalai Lama, headquarters of the Central Tibetan Administration, and location of major cultural and educational institutions. The trip will include meetings with Tibetan leaderships, Tibetan policy makers, civil society representatives and educators. There will also be an audience with H.H. the Dalai Lama.

**#5 – Name and title of Senate Invitees:**

Name	Title	Office
Bethany Poulos	Legislative Assistant	Senator Rubio
Robert Zarate	Senior Foreign Policy Advisor	Senator Rubio
Laura Updegrove	Legislative Director	Senator Merkley
Nicole Porreca	Senior Policy Advisor	Senator Kaine
Sarah Arkin	Legislative Director	SFRC - Menendez
Zachary Hosford	Senior Foreign Policy Advisor	Senator Markey
Lara Crouch	Policy Analyst	Senator Risch
Maggie Dougherty	Senior Policy Staff Member	Senator Risch
Tom Mancinelli	National Security Advisor	Senator Coons
Edward Linczer	Legislative Assistant	Senator Cotton



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): International Campaign for Tibet (ICT)
2. Description of the trip: The purpose of the trip is to provide first-hand information to a small selected Senate foreign policy staffers on the impact of the programmatic and political support - see attached
3. Dates of travel: September 28, 2019 - October 4, 2019
4. Place of travel: New Delhi, India and Dharamsala, India
5. Name and title of Senate invitees: Attached
6. I *certify* that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - [OR]**
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - [AND]**
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - [AND]**
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**- OR -**

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

ICT is the sole sponsor of the trip. The Staff Del will be accompanied by ICT President Matteo Mecacci,  
& ICT Outreach Director, Tencho Gyatso.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The International Campaign for Tibet is a non-profit, non-partisan, human rights organization that  
advocates for democratic freedoms for the people of Tibet. ICT focuses on educating and raising  
awareness about the situation inside Tibet and the Tibetan community in exile.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Previous Congressional staff delegations were sponsored in December 2002, January 2004, May 2005  
and October 2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ICT educates the American people on the issue of Tibet through a variety of activities including talks, newsletters, email and other electronic media and by publishing long form reports that address current events inside Tibet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	Total: \$3400 Detail Attached	Total: \$600 Detail Attached	Total \$250 Detail Attached	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Dharamsala is the base of the Tibetan community in exile, home to many refugees and former political prisoners. The Dalai Lama lives in Dharamsala as well. New Delhi is the capital - see attached.

19. Name and location of hotel or other lodging facility:

In New Delhi: Andaz Delhi, Asset No.1, Aerocity, New Delhi, Delhi 110037, India

In Dharamsala: Norbu House, Mcleod Ganj, Dharamsala, H.P., India

20. Reason(s) for selecting hotel or other lodging facility:

The hotel in New Delhi is located near the airport for greater convenience. The hotel in Dharamsala is centrally located near the main institutions to be visited.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging in New Delhi is less than the Federal per diem rate. The lodging in Dharamsala is less than the Federal per diem rate. The meals in both Delhi and Dharamsala are less than the Federal per diem rate for both cities.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Round trip airfare between the US and New Delhi is in Economy Plus class. Round trip airfare between New Delhi and Dharamsala is in coach class. Ground transportation in New Delhi - see attached.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: *[Signature]*

Name and Title: Matteo Mecacci, President

Name of Organization: International Campaign for Tibet

Address: 1825 Jefferson Pl, NW, Washington D.C., 20036

Telephone Number: 202.785.1515. ext 236

Fax Number: 202.785.4343

E-mail Address: matteo.mecacci@savetibet.org